



CHIEF MEDICAL OFFICER,  
CORRECTIONAL FACILITY  
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE      OPEN - DEPARTMENTAL FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY      Applicants who meet the minimum qualifications as stated below and have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY      Submit Examination Application (Std. Form 678) and Supplemental Application to:

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| <p><b>By mail with:</b><br/>Department of Corrections and Rehabilitation<br/>Selection Services Section<br/>P.O. Box 942883<br/>Sacramento, CA 94283-0001<br/>(916) 322-2545</p> | <p>or</p> | <p><b>In person with:</b><br/>Department of Corrections and Rehabilitation<br/>Selection Services Section<br/>1515 “S” Street, Room 522-N<br/>Sacramento, CA 95811-7243<br/>(916) 322-2545</p> |
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If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Application for Chief Medical Officer, CF can be downloaded from the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov) or CDCR’s website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov), or a copy may be obtained by calling or visiting one of the institutional personnel offices.

HOW TO APPLY AT SAN QUENTIN STATE PRISON ONLY      Applicants interested in employment at San Quentin State Prison may file their application(s) by mail or apply in person between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, at the below address. For questions regarding the examination process, contact the Delegated Testing Officer at (415) 454-1460 ext. 6395.

**San Quentin State Prison  
Attn: Delegated Testing Officer  
San Quentin, CA 94964**

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited as well as cell phones.

SALARY RANGE(S)      Salary for Adult and Juvenile Institutions as of November 30, 2007

**\$239,256.00 per year (Non-Board Certified)**

**\$252,528.00 per year (Lifetime Board Certified)**

**\$265,848.00 per year (Time Limited Board Certified)**

BENEFITS      

- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (management discretion)
- Pre-tax parking (where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Legal Services
- Medical license renewal fee reimbursement (actual cost)
- California Public Employees’ Safety Retirement System (Exempt from paying into the Federal Social Security System)
- Up to seven (7) days per fiscal year of Continuing Medical Education (CME) leave and reasonable travel time. Additionally, the Department will pay up to \$1,000 for tuition and/or registration fees, books, materials, and all other expenses for courses directly related to maintaining licensure.
- Educational funding may be available through the following programs (Contact a Health Care recruiter for additional information):
  - ❖ Federal Loan Repayment Program, administered by the National Health Services Corporation, offered at selected institutions
  - ❖ Health Professions Education Foundation Scholarship and Loan Repayment Program offered at selected institutions

APPLICATION DEADLINE/ REQUIREMENTS      Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

MINIMUM  
QUALIFICATIONS

Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the Osteopathic Medical Board of California (formerly titled California Board of Osteopathic Examiners). (Applicants who are in the process of securing approval of their qualification by the Medical Board of California or the Osteopathic Medical Board of California will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) And

Either I

Two years of experience performing the duties of a Physician and Surgeon or Staff Psychiatrist in a California State correctional facility.

Or II

Four years of experience in the practice of medicine, including one year's practice in a hospital or correctional institution.

**Special Personal Characteristics:** Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.

**Special Physical Characteristics:** Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

**Applicants must show their medical license number, title, and expiration date on their Examination Application (Std. Form 678).**

EXAMINATION  
PLAN

This examination will consist of Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application. See section titled "How to Apply" for information on where to obtain a copy of the Supplemental Application and other needed materials.

Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

**Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**A. Knowledge of:**

- 1. Modern principles and methods of general medicine and surgery, and skill in their application
- 2. Modern hospital administration and management
- 3. Principles and techniques used in the diagnosis and treatment of mental diseases
- 4. Principles and practices of personnel management and effective supervision
- 5. The Department's Equal Employment Opportunity (EEO) objectives
- 6. A manager's role in the EEO Program and the processes available to meet EEO objectives

**B. Ability to:**

- 1. Plan and direct the medical, surgical, dental and psychiatric activities in an institution and instruct nurses in routine procedures
- 2. Diagnose and treat a wide variety of diseases and injuries
- 3. Prepare and supervise the preparation of case histories and the keeping of hospital records
- 4. Prepare comprehensive medical reports
- 5. Analyze situations accurately and take effective action
- 6. Communicate effectively
- 7. Effectively contribute to the Department's EEO objectives

ELIGIBLE LIST  
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

POSITION  
DESCRIPTION AND  
LOCATION(S)

A Chief Medical Officer, CF works under general direction in a State correctional facility in the Department of Corrections and Rehabilitation. Incumbents plan, organize and direct the medical, psychiatric, dental and clinical services in the care and treatment of individuals housed in a State correctional facility; perform medical and surgical work; maintain order and supervise the conduct of inmates or wards; protect and maintain the safety of persons and property; and do other related work.

Positions exist in institutions statewide and at Headquarters in Sacramento within the Department of Corrections and Rehabilitation.

VETERANS POINTS/  
CAREER CREDITS

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and on line at [www.spb.ca.gov](http://www.spb.ca.gov).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS